

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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**EMS TRANSMISSION**

Information Bulletin No. HR-2000-107

To: All BC, HR, NI, and RS Group Administrators  
NILS, and LRIS Leads

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations

**DD: 07/21/00**

The National Human Resources Management Center has arranged for computer skills training during the months of August and September. Course descriptions and scheduled dates are detailed on the attached course description sheet. Nominations using the attached form, are being accepted on a first-come, first-serve basis and are due **July 21, 2000**. Because nominations are accepted on a first-come, first-serve basis, please turn in nomination forms as you receive them. Tuition costs will be paid from the overhead budget.

Priority course dates for each student should be indicated by marking an asterisk next to the course name. Students will be notified at least one week prior to the scheduled course date. Full day courses will be from 8:00 a.m. to 4:00 p.m. in the computer training room. The room is located just east of the UNIX training room with access from the Cartography area (Room A1242). Students who are not selected for these courses will be notified directly and will be put on a waiting list.

Employees must notify this office when legitimate conflicts preclude their attendance. This office will immediately check to see if there are any other employees on the waiting list for that particular class. If there is, the employee and the employee's supervisor will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. If the computer training is not a priority,

and there is some doubt whether the person can attend, the nomination should not be made.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by COB **Friday, July 21, 2000** Training coordinators are as follows:

NARSC	Rheda Dodd	236-6454
NBC	Lynda Pierce	236-8857
NRHMC	Darlene Robitaille	236-6503
NIRMC	Linda Graham	236-6965

If you have any questions, please contact Ricki Stephenson at 303-236-6690.

Signed by  
Linda D. Sedbrook  
Director

Authenticated by  
Darlene Robitaille  
Secretary

cc: Training Coordinators

2 Attachments

- 1 - Course Descriptions (1 p)
- 2 - Computer Course Registration Forms (1 p)

Distribution

RS-150, BLM Library  
NI-100, Reading File  
HR-220

## Course Descriptions

### **FrontPage 2000 - August 3, 2000**

Explore FrontPage Explorer and editor. Learn to import text and graphics and set font styles and formats, use a page template, Spell Check, Thesaurus and Find. Create and use hyperlinks and bookmarks. Web Structure management will also be demonstrated.

### **Excel (Level One) - August 10, 2000**

Learn the basics of the Excel spreadsheet. We will cover the workbook environment, entering, editing, and saving worksheets, navigating worksheets and workbooks, using formulas and functions, inserting rows and ranges, formatting worksheets, page setup and printing.

### **Excel (Level Two) - August 24, 2000**

Use password protection, toolbars, creating charts and outlines. Learn how to use the drawing tools to enhance a spreadsheet. The linking feature introduced at this level is guaranteed to save you time with designing and managing your spreadsheets.

### **Excel (Level Three) - September 7, 2000**

Explore advanced calculation features such as absolute references, if statements, rounding, and audit, use of templates, recording and running macros, custom sorting, use of the database features in Excel, and pivot tables.

### **PowerPoint (Level One) - August 15, 2000**

Learn to create a presentation that will relay your points powerfully. Create and edit slides, use drawing tools and objects, insert Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates and run slide shows with transitions and animation.

### **PowerPoint (Level Two) - September 19, 2000**

Take your Powerpoint use to the next level! Create your own template, insert movies and sound, send slides to Microsoft Word, customize toolbars, automate slide production, create hyperlinks and interactive objects. Learn how to broadcast your presentation.

### **Managing a Project Using Microsoft Project (Level Two) - August 22, 2000**

Create a baseline plan, track progress, assign resources, manage future tasks, and generate a variety of reports. You will learn to consolidate projects and add hyperlinks to HTML files.

## Computer Course Nomination Sheet

**Employee Name:** \_\_\_\_\_

**Org. Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Course Name and Date:** \_\_\_\_\_

**Number of Employees** \_\_\_\_\_  
**Who need this course**

**Course Name and Date:** \_\_\_\_\_

**Number of Employees** \_\_\_\_\_  
**Who need this course**

**Course Name and Date:** \_\_\_\_\_

**Number of Employees** \_\_\_\_\_  
**Who need this course**

**Course Name and Date:** \_\_\_\_\_

**Number of Employees** \_\_\_\_\_  
**Who need this course**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**